

# INSTRUCTIONS for Completing the 2013 Grant for Technology Opportunities (GTOPs) APPLICATION PACKET

Funded by the City of Austin's Telecommunications & Regulatory Affairs (TARA) Department as a matching grant program supporting local organizations in their efforts to include all our citizens in an emerging digital society.

Application Packet Submission  
Shall Occur within the  
Community Impact Online Data Manager  
(CIODM)

Located at:

<https://www.ckodm.com/austin>

## *INSTRUCTIONS for 2013 GTOPS Application Packet – September 2012*

**Purpose:** To provide guidance to agency level users on how to complete Program-Related forms within the CIODM.

This instruction is for Generic Users Only. If you are a returning agency with an existing Agency Intake form, these instructions supersede any guidance previously received from any other department.

*Note: The website <https://www.ckodm.com/austin> is a secured site with customized functionality. To ensure an effective, user-interface experience with the server, please confirm the following requisites are enabled/disabled:*

### Requisites:

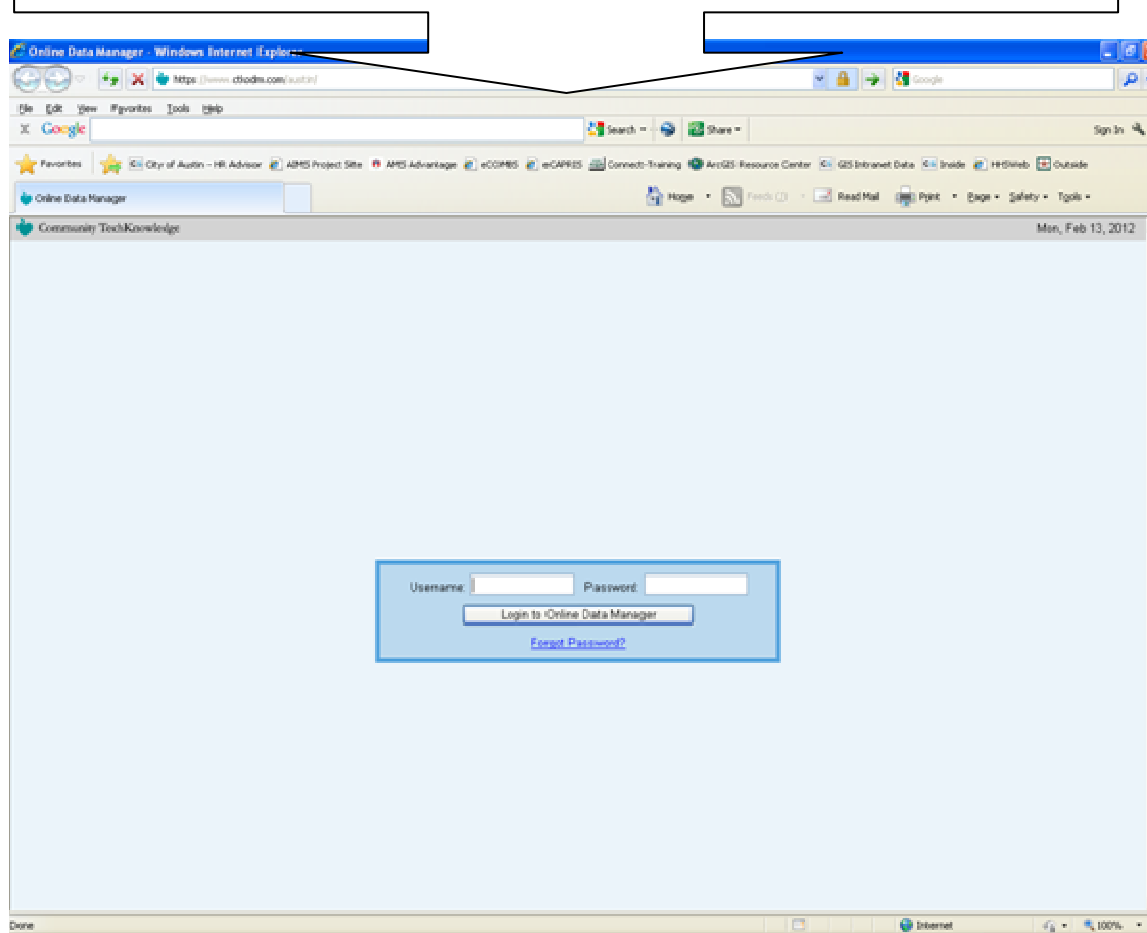
- Own internet connection
- Internet Explorer Browser version 7 or newer
  - If none, see <http://windows.microsoft.com/en-US/internet-explorer/products/ie/home>
- Completely Disable Browser's Pop-Up Blocker
- Completely Disable Add-In Toolbar(s) Pop-Up Blocker(s) (If Any)
- Enable Scripting in the Browser's Security Settings
- Set Browser's Website Privacy Settings to "Always Allow" the domain "ckodm.com"
- Add the domain "ckodm.com" to Browser's Compatibility View Settings (i.e., IE 8 or newer)

*If you need assistance confirming and/or setting up any or all of the above, please contact your organization's Information Technology (IT) Specialist and/or download the guidance "Internet Explorer Optimization" in the bulletin "Guides for Agencies" on the "MY ODM Dashboard" (Screen immediately after log-in).*

Open the Internet Explorer web browser



① Enter <https://www.ctlkdm.com/austin> in URL Address box



If your organization **IS CREATING FORMS** in this website for the **VERY FIRST TIME**, skip to next page.

If you **ARE A RETURNING ORGANIZATION** that already has an “Agency Intake” form created and are returning to finish your application forms. You will need to have the password you entered at the top of the “Agency Intake” form available before continuing. Soon after you log in as a generic user and search for your organization, you will need to input this password in a text field on a pop-up window to validate against your organization’s legal name (not dba, if any).

If you do not know what this password currently is, **AND** your organization **DOES HAVE** an authorized user, log in using your authorized username first and go to the area you would normally create a payment request. Once on the “Existing Funded Agencies Forms” page, select your organization’s name just below the text “Agency Name” to open the “Agency Intake” form.

If you do not know what this password currently is, **AND** your organization **DOES NOT HAVE** an authorized user, contact the GTOPs contact manager for assistance to retrieve it.

Enter <https://www.ckodm.com/austin> in URL Address box

1

2

Enter the following:  
Username: *Application*  
Password: *Application1* (Case Sensitive)

3

**DO NOT SELECT** Forgot Password? This applies to non-application users only. Generic users are only issued the above username and password.

If you have been issued your own user-profile, **DO NOT USE** DURING THIS APPLICATION PROCESS.

If you **ARE A RETURNING ORGANIZATION** that already has an “Agency Intake” form created, go to Page 9 now.

If your organization **IS CREATING FORMS** in this website for the **VERY FIRST TIME**, continue.

## INSTRUCTIONS for 2013 GTOPS Application Packet – September 2012

The screenshot shows the 'My ODM Dashboard' in a Windows Internet Explorer browser window. The address bar shows the URL <https://www.ctkodm.com/odm/press/4.2/myodm/>. The dashboard has a blue header with the title 'My ODM Dashboard'. Below the header, there is a 'Welcome to the Application Process' section with the City of Austin logo and the date 'Sep 1st, 2012'. A 'Returning Agency' section follows, with links to 'here' for instructions, blank paper programs, and updating information, dated 'Sep 1st, 2012'. A 'Guides for Agencies' section lists various links for funded agencies, dated 'May 3rd, 2012'. A 'Need A Helping Hand?' section at the bottom provides contact information for technical support, dated 'Oct 16th, 2011'. A callout box with a blue circle containing the number '1' points to the 'Navigation Menu' link in the top left. The callout box contains the text: 'Go to Navigation Menu', 'Select "Create New"', and 'Select "Agency Intake"'. The Windows taskbar at the bottom shows several open applications, including 'Inbox - Mailbox - Mc...', 'My ODM Dashboard', and '2013GTOPsApplicatio...'. The system clock shows '2:22 PM'.

My ODM Dashboard

Welcome to the Application Process Sep 1st, 2012

Returning Agency Sep 1st, 2012

Guides for Agencies May 3rd, 2012

Need A Helping Hand? Oct 16th, 2011

Go to Navigation Menu  
Select "Create New"  
Select "Agency Intake"

## INSTRUCTIONS for 2013 GTOPS Application Packet – September 2012

Agency Intake - Windows Internet Explorer

https://www.ctkodm.com/austin/agency\_intake.php

File Edit View Favorites Tools Help

Agency Intake

Navigation Menu

**Agency Intake** Duplicate Check Spell Check Print Save Delete New Close

**AFR Submission Status**

Username (For Use With Application Tool)

Password (For Use With Application Tool)

Share latest AFR info with United Way Capital Area? ☐ Yes ☐ No

**Agency Information**

\*Agency Legal Name

ALIAS / DBA for Agency (enter only if different than legal name above and an "Assumed" Certificate provided HHSO)

\*Agency Address

City of Austin

1 Enter Agency's Legal Name Here

2 Select Duplicate Check to Confirm No One Else From Your Organization Has Started Already

3 Once Duplicate Check Has Validated No Matches, The Save Button Will Enable.

4 If Duplicate Check Validates a Name Match, **STOP** Stop Now and Contact Your Contract Manager For Assistance.

5 Otherwise, continue.

Done, but with errors on page.

## INSTRUCTIONS for 2013 GTOPS Application Packet – September 2012

4 Complete All Fields in This Form Through Your Agency Board Information Section.

## INSTRUCTIONS for 2013 GTOPS Application Packet – September 2012

Agency Intake - Windows Internet Explorer

https://www.ctkodm.com/austin/agency\_intake.php

File Edit View Favorites Tools Help

Agency Intake

List any national level accreditations, including date issued and date of expiration.

**Agency Board Information**

\*Number of Board Members

Frequency of Meetings -- Please Select --

Please briefly describe the board and volunteer committee structure including functions and activities.

Please briefly describe how the board participates in fundraising activities.

Does the board review program performance? ☐ Yes ☐ No

Does the board annually approve the budget? ☐ Yes ☐ No

If necessary, please include further explanation for any items in this section.

**City of Austin Use Only**

**STOP** Here. Scroll Up and Save.

Done, but with errors on page. Internet 100%

If your organization **IS CREATING FORMS** in this website for the **VERY FIRST TIME**, go to **Page 13 Now**.



## INSTRUCTIONS for 2013 GTOPS Application Packet – September 2012

My ODM Dashboard - Windows Internet Explorer


https://www.ctkodm.com/odmexpress/4.1/myodm/

File Edit View Favorites Tools Help

My ODM Dashboard

Please avoid using this system during the upgrade period to prevent any complications.

**Welcome to the Application Process** Sep 1st, 2012



**Returning Agency** Sep 1st, 2012

Click [here](#) to print instructions on how to complete your agency's Program forms (Recommended).

Click [here](#) for blank paper Program Application forms (Agency Internal Use Only).

Click [here](#) to begin updating your agency's Program Application forms (Required).

**Guides for Agencies** May 3rd, 2012

**Funded Agencies**

- [AFR Instructions](#)
- [Closeout Summary Report](#)
- [Program Application Instructions](#)
- [Payment Request Instructions](#)
- [Final Payment Process Instructions](#)
- [Budget Revision Request Instructions](#)
- [Quarterly Program Performance Instructions](#)

**All Agencies**

- [Online Data Manager User Guide](#)
- [Internet Explorer Optimization](#)
- [Other Internet Explorer Settings](#)

**Need A Helping Hand?** Oct 16th, 2011

We are here to support your continued success in providing quality services to the citizens of Austin.

For questions/concerns regarding agency specific information or missed deadlines, please contact your city contract manager. For ODM technical support, please email Allan at [allan.mccracken@austintexas.gov](mailto:allan.mccracken@austintexas.gov) or call him at (512) 972-5075. Responses will be addressed in the order they are received.

Done Internet 100%

*INSTRUCTIONS for 2013 GTOPS Application Packet – September 2012*

The screenshot shows a web browser window titled "Agency Intake Search - Windows Internet Explorer". The address bar displays the URL: [https://www.ctkodm.com/odm:press/3.8/doc\\_search.php?ParentDocName=Agency%20Intake](https://www.ctkodm.com/odm:press/3.8/doc_search.php?ParentDocName=Agency%20Intake). The browser's Favorites bar includes links to "Microsoft Office 2010 Traini...", "City of Austin - HR Advisor", "AIMS Project Site", "AMS Advantage", "eCOMBS", "eCAPRIS", "Connect-Training", "HHSWeb", "Inside", and "Outside". The main content area is titled "Agency Intake Search" and features a "Go To Advanced Search" link. Below this, a form prompts the user: "I would like to look up a Agency Intake by:". The "Field:" dropdown is set to "Agency Legal Name", and the "using this criteria:" dropdown is set to "Agency Legal Name". The "Results Per Page:" is set to "25" and the "Order:" is set to "Ascending". A "Search" button is located below the form. To the left of the search area is a "Navigation Menu". Below the search area is a "Search Results" section. To the right of the search area is an "Agency Intake Information" section. Two callouts are present: Callout 1 points to the "using this criteria:" dropdown and contains the text "Enter First Word of Agency's Legal Name in Criteria and Select Search". Callout 2 points to the "Search" button and contains the text "Select Search".

Agency Intake Search

[Go To Advanced Search](#)

I would like to look up a Agency Intake by:

Field: Agency Legal Name using this criteria:

Results Per Page: 25 Ascending

Search

Search Results

Agency Intake Information

Enter First Word of Agency's Legal Name in Criteria and Select Search

Select Search

## INSTRUCTIONS for 2013 GTOPS Application Packet – September 2012

Agency Intake Search - Windows Internet Explorer

https://www.ctkodm.com/odm/press/3.8/doc\_search.php?ParentDocName=Agency%20Intake

Navigation Menu

### Agency Intake Search

[Go To Advanced Search](#)

I would like to look up a Agency Intake by:

Field: Agency Legal Name using this criteria: ctk

Results Per Page: 25 Ascending

#### Search Results

1 Result, Page 1 of 1

id	Agency Intake Identifier	Searched Data
22	CTK Test Agency - do not remove	CTK Test Agency - do not remove

#### Agency Intake Information

Click search results to get additional verification information in this window.  
Double-click results to access folders.

Select Agency's Legal Name Among Search Results

## INSTRUCTIONS for 2013 GTOPS Application Packet – September 2012

The screenshot shows a web browser window titled "Agency Intake Search - Windows Internet Explorer". The address bar displays the URL: [https://www.ctkodm.com/odm/press/3.8/doc\\_search.php?ParentDocName=Agency%20Intake](https://www.ctkodm.com/odm/press/3.8/doc_search.php?ParentDocName=Agency%20Intake). The browser's Favorites bar includes links to "Microsoft Office 2010 Train...", "City of Austin - HR Advisor", "AIMS Project Site", "AMS Advantage", "eCOMBS", "eCAPRIS", "Connect-Training", "HHSWeb", "Inside", and "Outside".

The main content area is titled "Agency Intake Search" and includes a link to "Go To Advanced Search". Below this, a form asks "I would like to look up a Agency Intake by:" with a dropdown menu set to "Agency Legal Name" and a text input field containing "using this criteria: ctk". The "Results Per Page" is set to "25" and the sort order is "Ascending". A "Search" button is located below the form.

A "Grant Application Logi..." window is open over the main content, showing a login form for "CTK Test Agency - do not remove" dated "Tue, Sep 25, 2012". It has a "Password" input field and a "Submit" button. A callout box with the number "1" points to the password field, stating: "Enter Password Exactly As It Appears on the 'Agency Intake' Form".

The "Search Results" section shows "1 Result, Page 1 of 1". The results table has columns "id" and "Agency Intake Identifier". The first result is "22 CTK Test Agency - do not remove". A callout box with the number "2" points to the "Submit" button in the login window, stating: "Select Submit".

The "Agency Intake Information" section is partially visible on the right side of the screen.

The Windows taskbar at the bottom shows the Start button and several open applications: "2013GTOPSAppl...", "Agency Intake ...", "My ODM Dashb...", "Inbox - Mailbox ...", "Grant Applicatio...", and "Desktop". The system clock shows "4:14 PM".

## INSTRUCTIONS for 2013 GTOPS Application Packet – September 2012

The screenshot shows a Windows Internet Explorer browser window displaying the 'Grant Application' website. The address bar shows the URL: [https://www.ctkodm.com/odm/press/4.2/press/application\\_choice.php?appID=121](https://www.ctkodm.com/odm/press/4.2/press/application_choice.php?appID=121). The page has a navigation menu on the left and a main content area titled 'Application Instructions'. A callout box with a blue circle containing the number '1' points to the 'Show All Forms' link in the 'Application Forms' section of the navigation menu. The callout box contains the text: '1 Select "Show All Forms."'.

**Grant Application**

Status: **Not Yet Submitted**

[Instructions](#)

[Print Application](#)

[Submit Application](#)

**Application Forms**

[Show All Forms](#)

[Agency Intake](#)

[Program Application for GTOPs](#)

**Application Instructions**

The **2013 GTOPs APPLICATION** submission must be COMPLETED and CERTIFIED no later than 5pm, CST, December 10, 2012.

This application consists of accurately creating and/or editing an "Agency Intake" form **AND** completing, uploading supporting attachment files, and certifying a second form entitled, "Program Application for GTOPs."

The first form, entitled "Agency Intake" form, is used to capture information about the applicant, including personnel, organizational information, and contact information. It is used for data-entry and uploading of supporting documents. Once the "Agency Intake" form is completed, you may proceed to the "Program Application for GTOPs" form.

Once all updates have been entered, select "Save" (and "OK") to save the form.

**Agency Intake – Must Be Kept Current at All Times**

1. To begin, select "Show All Forms" from the column to your left.
2. Select "Edit" to the right of the form you wish to edit. Select "Save" (and "OK") to save the form.
3. Select "Show All Forms" again from the column to your left.
4. Select the "Program Application for GTOPs" form from the drop down menu and then select "Create New." You may edit this form as often as you like through 5:00pm CST, December 10, 2012, or upon organizational certification, whichever comes first.
5. Do not complete the "Agency Certification of GTOPs Application" section until you are ABSOLUTELY SURE you are ready to do so. Once the "Program Application for GTOPs" form is certified and saved, you may log-out of the website.
6. Please be advised that TARA personnel will make contact with you based on their following schedule:

December 10, 2012 – GTOPs Applications Due  
January 21, 2013 – Written Responses Due by Applicants  
February 15, 2013 – Tentative Oral Presentations  
March 13, 2013 – Commission Meeting – Awards Recommendations Presented

If you have any questions or concerns, please contact John Speirs at 974-3510 or [John.Speirs@austintexas.gov](mailto:John.Speirs@austintexas.gov).

Thank you.

This is an auto-generated message from the City of Austin's COORD indicating an Agency Intake for Agency Intake CREATED.

## INSTRUCTIONS for 2013 GTOPS Application Packet – September 2012

Grant Application - Windows Internet Explorer

https://www.ctkodm.com/odm/press/4.2/xpress/application\_choice.php?appID=121&allForms=1

File Edit View Favorites Tools Help

Grant Application

Navigation Menu

**Grant Application**

Status: **Not Yet Submitted**

[Instructions](#)

[Print Application](#)

[Submit Application](#)

**Application Forms**

[Show All Forms](#)

[Agency Intake](#)

[Program Application for GTOPs](#)

**All Application Forms**

Create New Browse

**Agency Intake**

\*Missing Required Data\* Agency Legal Name [Edit](#)

**Program Application for GTOPs**

You have not filled out this form.

**Summary of Records Started**

0% Complete

- Total Started Records: 1
- Records Missing Required Data: 1

1 Select "Edit" to the Right of "Agency Intake."

## INSTRUCTIONS for 2013 GTOPS Application Packet – September 2012

Agency Intake - Windows Internet Explorer

https://www.ctkodm.com/austin/agency\_intake.php?docId=121&ActiveProgram=

File Edit View Favorites Tools Help

Agency Intake

Navigation Menu

**Agency Intake** Spell Check Print Load Delete New Close

**AFR Submission Status**

Username (For Use With Application Tool) Username

Password (For Use With Application Tool) Password

Share latest AFR info with United Way Capital Area? ☐ Yes ☐ No

**Agency Information**

\*Agency Legal Name Agency Legal Name

ALIAS / DBA for Agency (enter only if different than legal name above and an "Assumed Name Certificate" is provided to HHSD)

\*Agency Street Address

\*Agency City

\*Agency State

\*Agency Zip

\*Agency Tax

Agency Webs

City of Austin

**1** Ensure Once More That All Fields on This Form Are Complete and Accurate.

**2** Please make a note of the password (case sensitive).  
You Will Need It Later If You Leave This Login Session

## INSTRUCTIONS for 2013 GTOPS Application Packet – September 2012

Agency Intake - Windows Internet Explorer

https://www.ctkodm.com/austin/agency\_intake.php?docId=121&ActiveProgram=

File Edit View Favorites Tools Help

Microsoft Office 2010 Train... City of Austin - HR Advisor AIMS Project Site AMS Advantage eCOMBS eCAPRIS Connect-Training HHSWeb Inside Outside

Agency Intake Home Feeds (3) Read Mail Print Page Safety Tools

List any national level accreditations, including date issued and date of expiration.

**Agency Board Information**

*Number of Board Members	0
Frequency of Meetings	-- Please Select --
Please briefly describe the board and volunteer committee structure including functions and activities.	
Please briefly describe how the board participates in fundraising activities.	
Does the board review program performance?	<input type="radio"/> Yes <input type="radio"/> No
Does the board annually approve the budget?	<input type="radio"/> Yes <input type="radio"/> No
If necessary, please include further explanation for any items in this section.	

**City of Austin Use Only**

Created By: Apply Apply on: 04:17pm 10/2/2012

**STOP** Here. Scroll Up and Save.

Done

start Internet 100% 4:24 PM

Inbox - Mailbox ... My ODM Dashb... Agency Intake ... 2013GTOpsAppl... Word Docs Desktop



## INSTRUCTIONS for 2013 GTOps Application Packet – September 2012

The screenshot shows a web browser window titled "Grant Application - Windows Internet Explorer". The address bar displays the URL: [https://www.ctkodm.com/odm/press/4.2/xpress/application\\_choice.php?appID=121](https://www.ctkodm.com/odm/press/4.2/xpress/application_choice.php?appID=121). The browser's Favorites bar includes links to "Microsoft Office 2010 Train...", "City of Austin - HR Advisor", "AIMS Project Site", "AMS Advantage", "eCOMBS", "eCAPRIS", "Connect-Training", "HHSWeb", "Inside", and "Outside". The main content area is titled "Grant Application" and shows a status of "Not Yet Submitted". A "Navigation Menu" on the left lists links for "Instructions", "Print Application", "Submit Application", "Application Forms", "Show All Forms", "Agency Intake", and "Program Application for GTOps". The "Application Instructions" section states that the 2013 GTOps APPLICATION submission must be COMPLETED and CERTIFIED no later than 5pm, CST, December 10, 2012. It describes the application process, including creating an "Agency Intake" form and uploading supporting files. A callout box with a blue circle and the number 1 points to the "Show All Forms" link in the navigation menu, with the text "Select 'Show All Forms.'" The instructions also mention that the "Agency Intake" form must be kept current at all times and provide a list of deadlines: December 10, 2012 for applications, January 21, 2013 for written responses, February 15, 2013 for oral presentations, and March 13, 2013 for the commission meeting. Contact information for John Speirs is provided at the bottom.

**Grant Application**  
Status: **Not Yet Submitted**  
[Instructions](#)  
[Print Application](#)  
[Submit Application](#)  
**Application Forms**  
[Show All Forms](#)  
[Agency Intake](#)  
[Program Application for GTOps](#)

**Application Instructions**  
The **2013 GTOps APPLICATION** submission must be COMPLETED and CERTIFIED no later than 5pm, CST, December 10, 2012.  
This application consists of accurately creating and/or editing an "Agency Intake" form **AND** completing, uploading supporting attachment files, and certifying a second form entitled, "Program Application for GTOps."  
The first form, entitled "Agency Intake" form, is used to capture information about the agency, personnel, organizational structure, and data-entry and uploading of supporting files. The "Agency Intake" form is completed once all updates have been entered, and the form is saved.  
**Agency Intake – Must Be Kept Current at All Times**  
1. To begin, select "Show All Forms" from the column to your left.  
2. Select "Edit" to the right of the "Agency Intake" form and select "Save" (and "OK") to save the form.  
3. Select "Show All Forms" again from the column to your left.  
4. Select the "Program Application for GTOps" form from the drop down menu and then select "Create New." You may edit this form as often as you like through 5:00pm CST, December 10, 2012, or upon organizational certification, whichever comes first.  
5. Do not complete the "Agency Certification of GTOps Application" section until you are ABSOLUTELY SURE you are ready to do so. Once the "Program Application for GTOps" form is certified and saved, you may log-out of the website.  
The organizational contact identified on the form will receive an auto-generated, message receipt from tarainfo@austintexas.gov indicating that your certified application was received. If you did not get this message, either you did not certify or your junk mail settings are set to block the tarainfo@austintexas.gov resource account. If it is the later, go into your junk email options settings and make sure "Never Block Sender's Domain" is selected so all messages originated from the city of Austin (i.e., firstname.lastname@austintexas.gov and resource@austintexas.gov) are added to your safe senders list.  
6. Please be advised that TARA personnel will make contact with you based on their following schedule:  
December 10, 2012 – GTOps Applications Due  
January 21, 2013 – Written Responses Due by Applicants  
February 15, 2013 – Tentative Oral Presentations  
March 13, 2013 – Commission Meeting – Awards Recommendations Presented  
If you have any questions or concerns, please contact John Speirs at 974-3510 or John.Speirs@austintexas.gov  
Thank you.

**1 Select "Show All Forms."**

## INSTRUCTIONS for 2013 GTOPS Application Packet – September 2012

The screenshot shows the 'Grant Application' web application running in Internet Explorer. The browser's address bar displays the URL: [https://www.ctkodm.com/odm/press/4.2/xpress/application\\_choice.php?appID=121&allForms=1](https://www.ctkodm.com/odm/press/4.2/xpress/application_choice.php?appID=121&allForms=1). The page features a navigation menu on the left and a main content area on the right.

**Navigation Menu:**

- Grant Application**
  - Status: **Not Yet Submitted**
  - [Instructions](#)
  - [Print Application](#)
  - [Submit Application](#)
- Application Forms**
  - [Show All Forms](#)
  - [Agency Intake](#)
  - [Program Application for GTOPS](#)

**Main Content Area:**

- All Application Forms**
  - Dropdown menu (currently showing 'Agency Intake') and buttons for 'Create New' and 'Browse'.
- Agency Intake**
  - ✓ Agency Legal Name [Edit](#)
- Program Application for GTOPS**
  - You have not filled out this form.
- Summary of Records Started**
  - 100% Complete
  - Total Started Records: 1
  - Records Missing Required

A callout box with the text "1 Select 'Program Application for GTOPS.'" points to the 'Program Application for GTOPS' link in the navigation menu.

Program Application for GTOPs - Windows Internet Explorer

https://www.ctkodm.com/austin/program\_application\_for\_gtops.php?parentDocId=121&ActiveProgram=1

File Edit View Favorites Tools Help

Microsoft Office 2010 Train... City of Austin - HR Advisor AIMS Project Site AMS Advantage eCOMBS eCAPRIS Connect-Training HHSWeb Inside Outside

Program Application for GTOPs Home Feeds (3) Read Mail Print Page Safety Tools

Navigation Menu

**Program Application for GTOPs** Spell Check Print Save Delete New Close

Agency Legal Name

**GTOPs Program Application**

GTOPs Application Funding Year 2013

Applicant Organization Agency Legal Name

Organization's Federal TAX ID Number 999-9999

Organization Type Non Profit 501c3

Contact Person Executive Director / CEO

**Physical Mailing Address**

Mailing Address 1234 Main

Mailing City Austin

Mailing State TX

Mailing Zip Code 78701

Telephone Number (512)999-9999

FAX

E-Mail Address noemail@email.com

Organization or Program Website Address

1 Top section of "Program Application for GTOPs" form should auto-populate with current information from "Agency Intake" form.

Done

start Inbox - Mailbox... My ODM Dashb... Program Applic... 2013GTOPsAp... Word Docs Desktop 4:34 PM

## INSTRUCTIONS for 2013 GTOPS Application Packet

① Complete All Descriptive Narrative Fields

Program Application for GTOPs - Windows Internet Explorer

https://www.ctkodm.com/austin/program\_application\_for\_gtops.php?parentDocId=121&ActiveProgram=1

File Edit View Favorites Tools Help

Program Application for GTOPs

program differs from services already available in the community. If possible, indicate measurable outcomes that you expect to achieve if the program is successful. Please also identify your clients and where possible include demographic information.

Attach Program Narrative Support Here

Click to upload - Attach Program Narrative Support Here Delete

Describe how your program supports the mission and goals of GTOPs.

Attach Mission Narrative Support Here

Click to upload - Attach Mission Narrative Support Here

Please describe how your program will have an ongoing and/or lasting impact on the community.

Attach Community Impact Narrative Support Here

Click to upload - Attach Community Impact Narrative Support Here Delete

Please describe and demonstrate participation by community members in your program (explain how you contacted them, how many became involved, and what sectors of your community they represent). Provide specific examples of how they participated in selecting and planning your program and how

② Upload Supporting Documentation for Each Descriptive Narrative Field  
(12MB Maximum on Each Upload Field)

**File Upload - Windows Internet E...**

**Upload File**

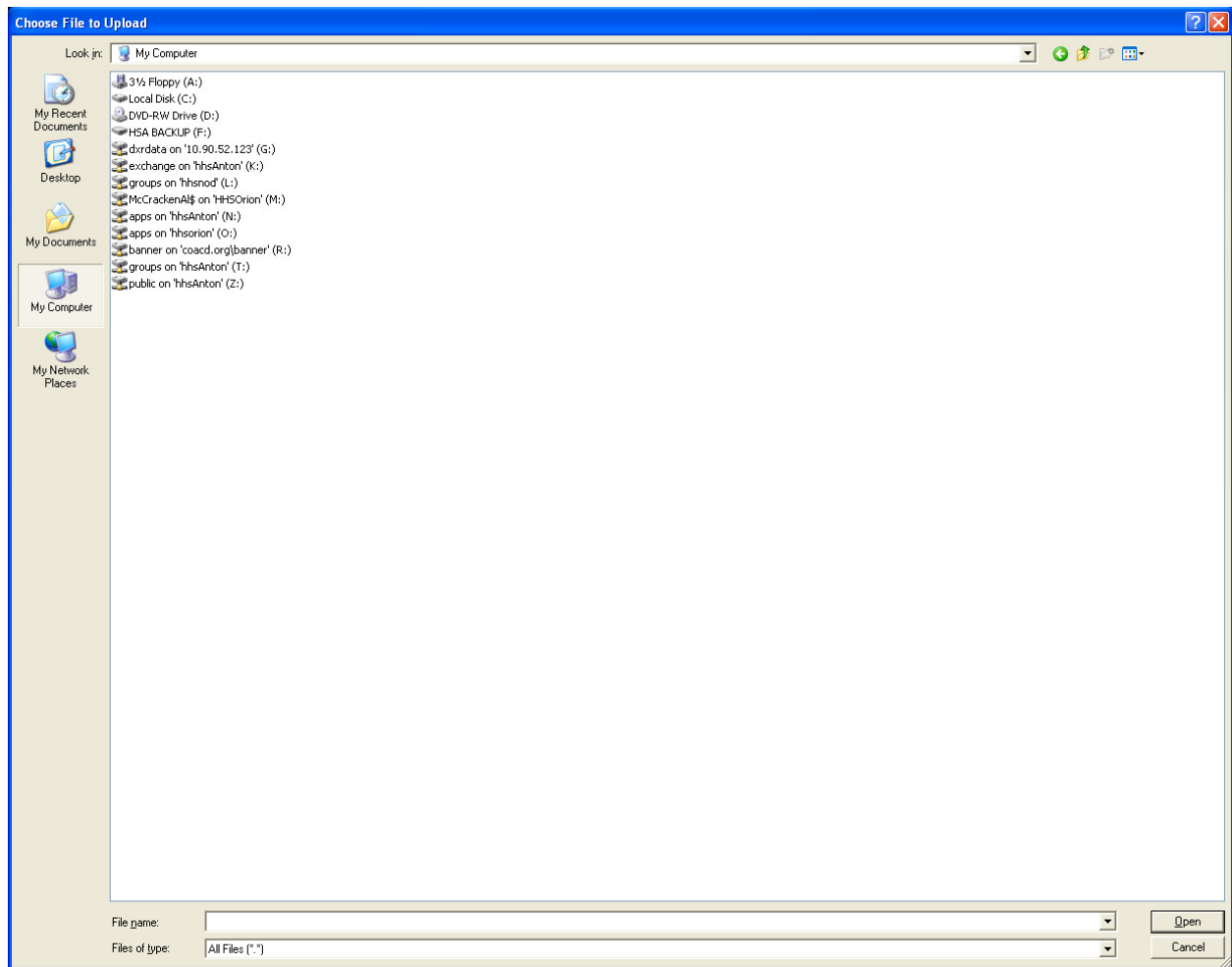
Click the [Browse] button to scan your hard drive for the file you wish to upload. There is a 12MB per file size limit for uploads.

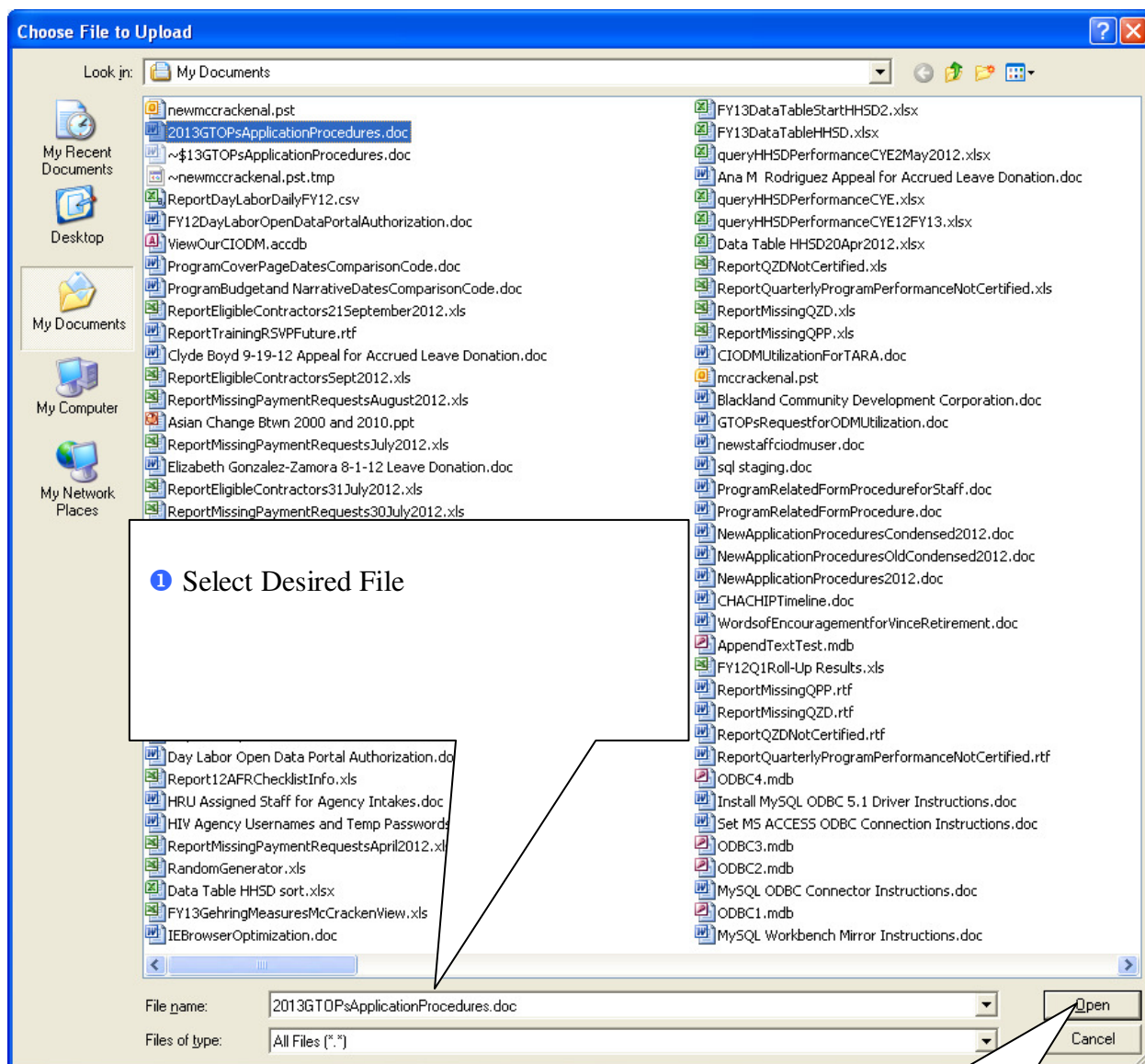
**Browse...**

After the file has been found, click the [Upload File] button to attach this file to the form. Remember, if you already have a file attached, this will overwrite the existing file.

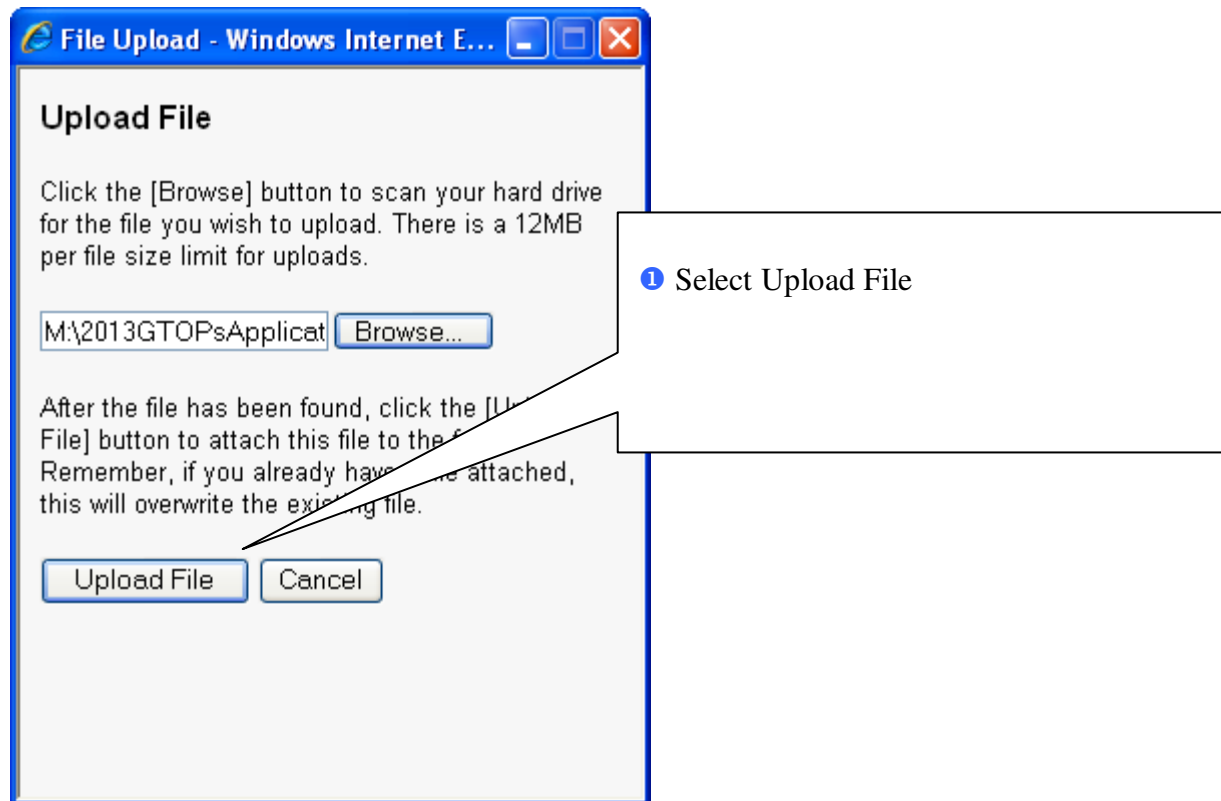
**Upload File** **Cancel**

- ① Browse for file on remote computer.  
(12MB Maximum on Each Upload Field)





2 Select Open to Attach File  
(12MB Maximum on Each Upload Field)





The screenshot shows a web browser window displaying the 2013 GTOPS Application Packet form. The browser's address bar shows a Google search page. The form is divided into several sections with blue headers. The first section is titled "Please describe your program and how it differs from services already available in the community. Where possible, indicate the community need it addresses. If relevant, describe how this project to achieve if the program is successful. Please also identify include demographic and geographic information." Below this is a large text area. The second section is titled "Attach Program Narrative Support Here" and contains a text input field with the value "2013GTOPSApplicationInstructions.doc". Below the input field are buttons for "Click to upload - Attach Program Narrative Support Here" and "Delete". The third section is titled "Describe how your program supports the mission and goals of GTOPS" and contains a large text area. The fourth section is titled "Attach Mission Narrative Support Here" and contains a text input field with the value "Click to upload - Attach Mission Narrative Support Here". Below the input field are buttons for "Click to upload - Attach Mission Narrative Support Here" and "Delete". The fifth section is titled "Please describe how your program will have an ongoing and" and contains a large text area. Two callout boxes are present: the first, labeled "1 File Attachment Hyperlink Added", points to the "2013GTOPSApplicationInstructions.doc" text in the "Attach Program Narrative Support Here" section; the second, labeled "2 Note: System Will Rename File Hyperlink After Saving the Form to a System Generated Name. This Link Will Not Look The Same Should You Return and Edit The Form Before Certifying.", points to the "Click to upload - Attach Mission Narrative Support Here" button in the "Attach Mission Narrative Support Here" section.

**1 File Attachment Hyperlink Added**

Please describe your program and how it differs from services already available in the community. Where possible, indicate the community need it addresses. If relevant, describe how this project to achieve if the program is successful. Please also identify include demographic and geographic information.

Attach Program Narrative Support Here

2013GTOPSApplicationInstructions.doc

Click to upload - Attach Program Narrative Support Here Delete

Describe how your program supports the mission and goals of GTOPS

Attach Mission Narrative Support Here

Click to upload - Attach Mission Narrative Support Here

Please describe how your program will have an ongoing and

**2 Note: System Will Rename File Hyperlink After Saving the Form to a System Generated Name. This Link Will Not Look The Same Should You Return and Edit The Form Before Certifying.**

Program Application for GTOPs - Windows Internet Explorer

https://www.ctkodm.com/austin/program\_application\_for\_gtops.php?parentDocId=121&ActiveProgram=1

File Edit View Favorites Tools Help

Program Application for GTOPs

Home Print Page Safety Tools

program differs from services already available in the community. Where measurable outcomes that you expect to achieve if the program is successful. Use also identify your clients and where possible include demographic and geographic information.

Attach Program Narrative Support Here

Click to upload - Attach Program Narrative Support Here Delete

Describe how your program supports the mission and goals of GTOPs.

Attach Mission Narrative Support Here

Click to upload - Attach Mission Narrative Support Here Delete

Please describe how your program will have an ongoing and/or lasting impact

Attach Community Impact Narrative Support Here

Click to upload - Attach Community Impact Narrative Support Here Delete

Please describe and demonstrate participation by community members in your program (explain how you contacted them, how many became involved, and what sectors of your community they represent). Provide specific examples of how they participated in selecting and planning your program and how

1 Complete All Descriptive Narrative Fields

2 Repeat Uploading of Supporting Documentation for Each Descriptive Narrative Field Until Complete.

## INSTRUCTIONS for 2013 GTOPs Application Packet – September 2012

Program Application for GTOPs - Windows Internet Explorer

https://www.ctkodm.com/austin/program\_application\_for\_gtops.php?parentDocId=121&ActiveProgram=1

File Edit View Favorites Tools Help

Program Application for GTOPs

1 When You Are ABSOLUTELY Certain You Are Ready to Certify an Accurate Completion of Your GTOPs Application, Enter Full Name, Title, and Certification Date.

Organizational Description Narrative Support Here

Download - Attach Organizational Description Narrative Support Here

RE: Attachments (printed brochures, videotapes, fliers, photographs or other material will be discarded.)

The signatory declares that he is the elected or appointed Chair, President, Executive Director or CEO of the applicant organization, assures that a majority of members of the organization's governing board have agreed to take this program, and assures that any funds received as a result of the application will be used for purposes set forth herein.

Agency Certification of GTOPs Application

Full Name of Signatory

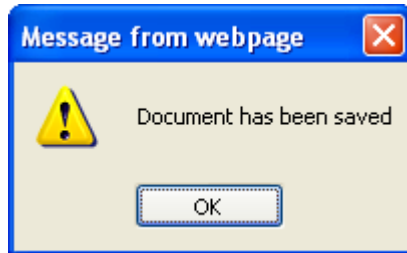
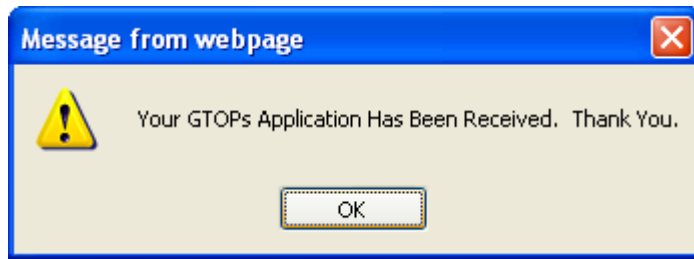
Signatory Title

Date of Certification

2 Scroll Up and Save.

(End of Application)

[Please Scroll Up and Save Form]



## INSTRUCTIONS for 2013 GTOPS Application Packet – September 2012

Grant Application - Windows Internet Explorer

https://www.ctkodm.com/odm/press/4.2/x/press/application\_choice.php?appID=121

File Edit View Favorites Tools Help

Microsoft Office 2010 Traini... City of Austin - HR Advisor AIMS Project Site AMS Advantage eCOMBS eCAPRIS Connect-Training HHSWeb Inside Outside

Grant Application Home Feeds (3) Read Mail Print Page Safety Tools

Navigation Menu

**Grant Application**

Status: **Not Yet Submitted**

[Instructions](#)

[Print Application](#)

[Submit Application](#)

**Application Forms**

[Show All Forms](#)

[Agency Intake](#)

[Program Application for GTOPs](#)

**All Application Forms**

Create New Browse

**Agency Intake**

✓ Agency Legal Name [Edit](#)

**Program Application for GTOPs**

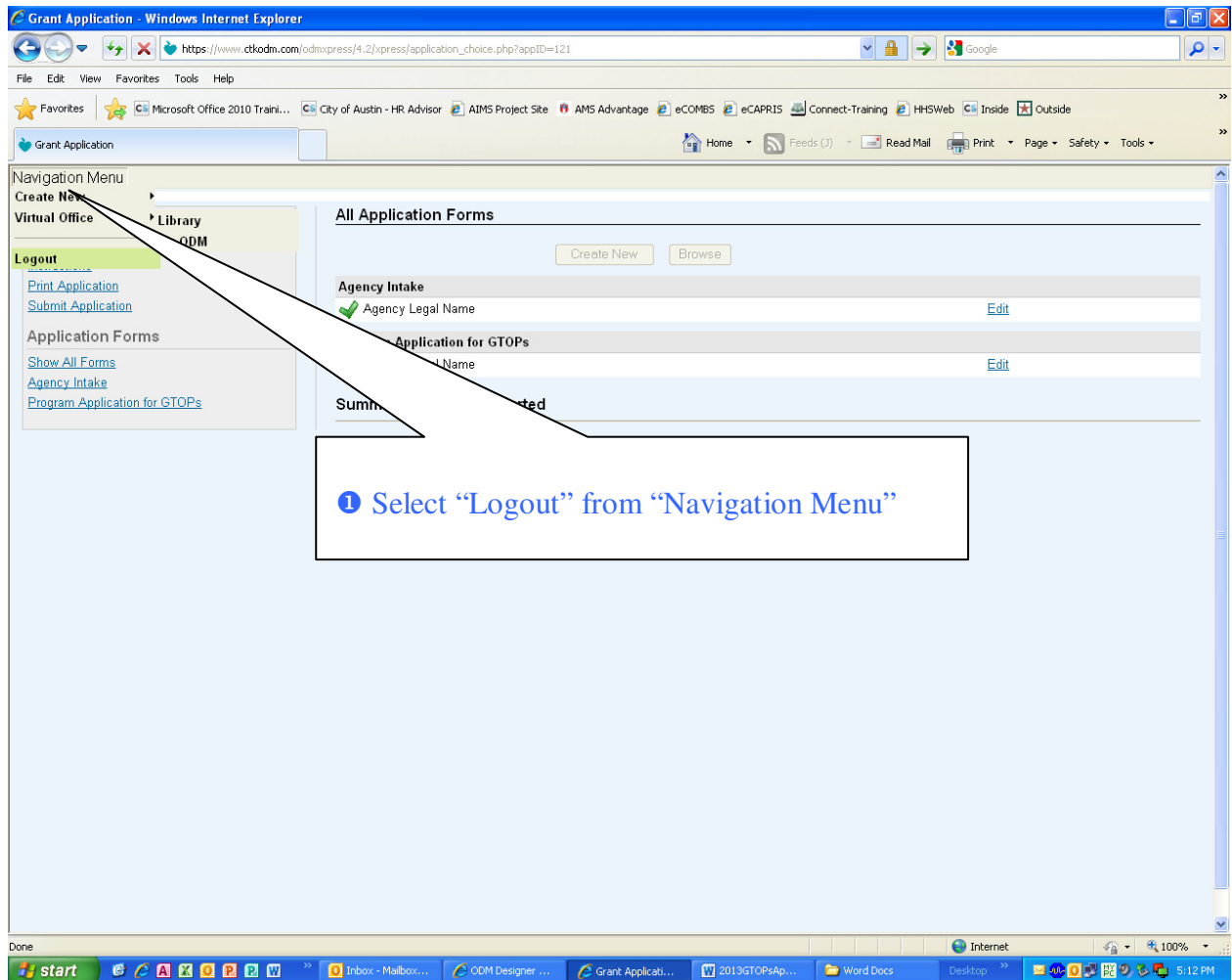
✓ Agency Legal Name [Edit](#)

**Summary of Records Started**

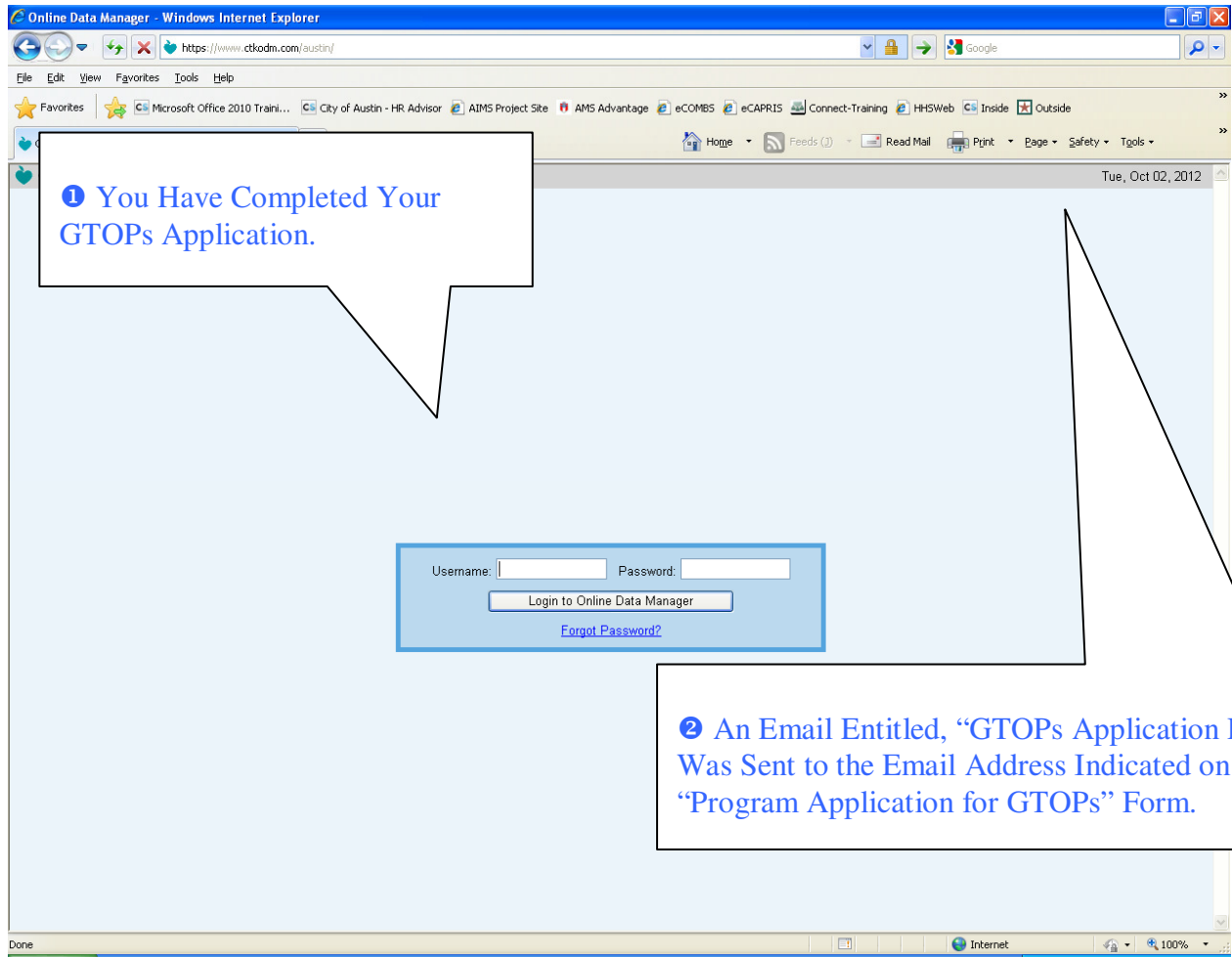
100% Complete

- Total Started Records: 2
- Records Missing Required Data:

## INSTRUCTIONS for 2013 GTOPS Application Packet – September 2012



*INSTRUCTIONS for 2013 GTOPS Application Packet – September 2012*



Thank You For Applying to GTOPs.  
Your Effort Is Appreciated and Good Luck!



Need a Helping Hand? No problem.

- Things didn't work out quite as planned?
- What you viewed on your screen did not work as described in this guidance?

Contact [CityHS@austintexas.gov](mailto:CityHS@austintexas.gov) or call (512) 972-5075 for assistance.